



# Adult Bursary Guidance





## Contents

### 2

Pre-requisites  
Application Form

### 3

Guide to evidence requested

### 4

Discretionary Learner Support (DLS) Bursary  
Loan Bursary

### 5

Childcare

### 6

How to open a bank account  
What are the bursary funds for?



## Pre-requisites

- Students must be enrolled at West Thames College and receive an ID card
- Student must have a bank account in their name
- Students must have login details to access the application portal

### **Username:**

Student ID number (as shown on your ID card) followed by @student.west-thames.ac.uk

#### **Example**

299999@student.west-thames.ac.uk

### **Password:**

#### **New students**

WestDDMMYYYY (Date of Birth) or if you changed your password in College when you logged on to the computer, please use your new password.

#### **Continuing students**

Same as your computer login password



## Application Form - Online Only

The online application is for both bursary and free college meals. Only one application is required.

**Application  
Portal**



<https://westthames.paymystudent.com/portal>

### **Steps to apply:**

1. Login to PayMyStudent using your college Microsoft account (college email address and password)
2. Answer all the questions in your application correctly.
3. Attach all required documents to your application. Incomplete applications will not be assessed.
4. Documents must be in .pdf format or clear pictures of paper statements. Screenshots will be rejected.





## Guide to the evidence requested:

### Identification Documents: (one of the below)

- Passport or Birth Certificate (UK Only)
- Home Office ID Card (BRP)
- E Visa
- Settlement Documents

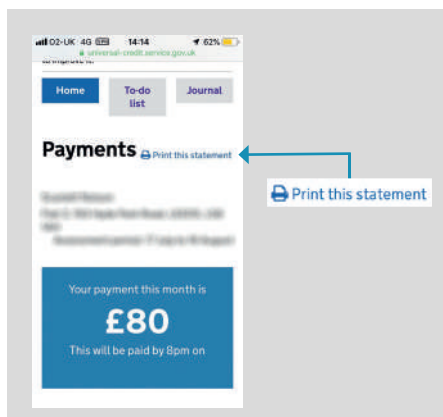
### Family income or benefit documents: (as applicable)

- Universal Credits - 3 statements (All pages in .pdf format)
- Bank statements - 3 statements showing Universal Credits payment
- Income Support, Job Seekers Allowance, ESA or Pension Credits Letter from DWP dated 2025 and 3 most recent bank statements showing benefit income
- For other income sources, contact student welfare
- If you are self-employed, please

submit a Self-employment declaration, this document is available on request

### Bank Statements:

- Must show incoming benefits (All pages in .pdf format)
- This must be the parents bank statements, where the parent is receiving the income support
- If 19+, please submit your bank statement unless requested otherwise



## Discretionary Learner Support (DLS) Bursary

### Eligibility Criteria

- Meet the residency criteria
- Aged 19-23 on an FE course up to and including Level 3, or aged 24+ on an FE course up to and including Level 2, and
- Receiving benefits, and
- Family income of not more than £35,000

If you have a child at West Thames College Nursery, please complete an online application for financial support. If your application is successful, we will issue a yellow form, which needs to be submitted to the nursery.

**Note:** Young parents under 20, please refer to Care to Learn.

## Loan Bursary

### Eligibility Criteria

- You must be aged 19+ studying on a course at Level 3 or higher, and
- Meet the residency criteria
- Receiving an Advanced Learner Loan approved by the Student Loans Company
- Receiving benefits and family income, including Universal Credit, must be less than £35,000

**Note:** EHCP students who enrolled last year, your applications will be carried into the new year. Please ensure you log in and upload your new documents.

### Funding Limitations

- Higher Education Loan students cannot apply
- Adults are not eligible for Free college meals
- JCP students are not eligible to apply for bursary
- No cash payments

### Useful Links

#### Advance Learner Loan - Access to Higher Education

[www.gov.uk/advanced-learner-loan](http://www.gov.uk/advanced-learner-loan)

**T: 0300 100 0619**

#### Higher Education Loan

[www.heinfo.slc.co.uk](http://www.heinfo.slc.co.uk)

**T: 0300 100 0607**



### You will need to upload:

- Your child's birth certificate or
- Child benefit award letter

Once your application is complete, you will be issued a yellow form to complete to secure your child's place in the college nursery.

If you wish to use external breakfast clubs or afterschool club, we will need an email from your child's school confirming their enrolment, upon your approved application status.

### Advanced Learner Loans

- Only apply after your application is approved
- Must follow the standard eligibility criteria

### Useful Links

#### Advance Learner Loan - Access to Higher Education

[www.gov.uk/advanced-learner-loan](http://www.gov.uk/advanced-learner-loan)

**T: 0300 100 0619**

#### Higher Education Loan

[www.heinfo.slc.co.uk](http://www.heinfo.slc.co.uk)

**T: 0300 100 0607**





## How to open a bank account

All students must submit bank details to receive their bursary - please do not apply until you have opened a bank account.

### Required Documents

- A letter confirming enrolment at the college (available from reception stamped and signed)

- ARC card or BRP card to prove your identity. (or Home Office letters) or E-visa
- Local authority letter if the student is in care

### Recommended banks to approach

- HSBC/Halifax Online/Monzo Online/Lloyds bank



## What are the bursary funds for?

The bursary covers essential education-related costs

- Travel (for those living 3 miles or more from the campus)
- Books
- Essential uniforms and equipment
- Childcare costs related to timetabled hours. Free early education hours must be used first if the child is eligible

The bursary payment is subject to attendance and punctuality. Attendance should normally be at a minimum of 90%. Extenuating circumstances that are affecting attendance will, however, be considered.

### Note:

Applications can take up to 28 working days.

Applications will be closed if the evidence requested is not received after 28 days.

**Please refer to the bursary policy for further information.**







Ofsted  
Outstanding  
Provider

OUTS





## Check List

### **Enrolment & ID Received -**

You are officially enrolled and have received your student ID number.

### **Portal Access -**

You have logged into the PayMyStudent (PMS) bursary application portal.

### **Document Upload -**

You have uploaded all required documents (e.g., proof of income, bank details, etc.).

### **Declaration Signed -**

You signed the declaration by typing your name and submitting your application.

### **Ongoing Communication -**

You are regularly checking the PMS portal for messages or updates, which appear at the bottom of the portal page.

**Bursary Office:** Room A006

**Email:** [studentwelfare@west-thames.ac.uk](mailto:studentwelfare@west-thames.ac.uk)

**Opening hours:** Monday, Wednesday, Thursday: 10am - 3pm

**Closed for administration:** Tuesday and Friday

**Closed for lunch between:** 12pm - 1pm